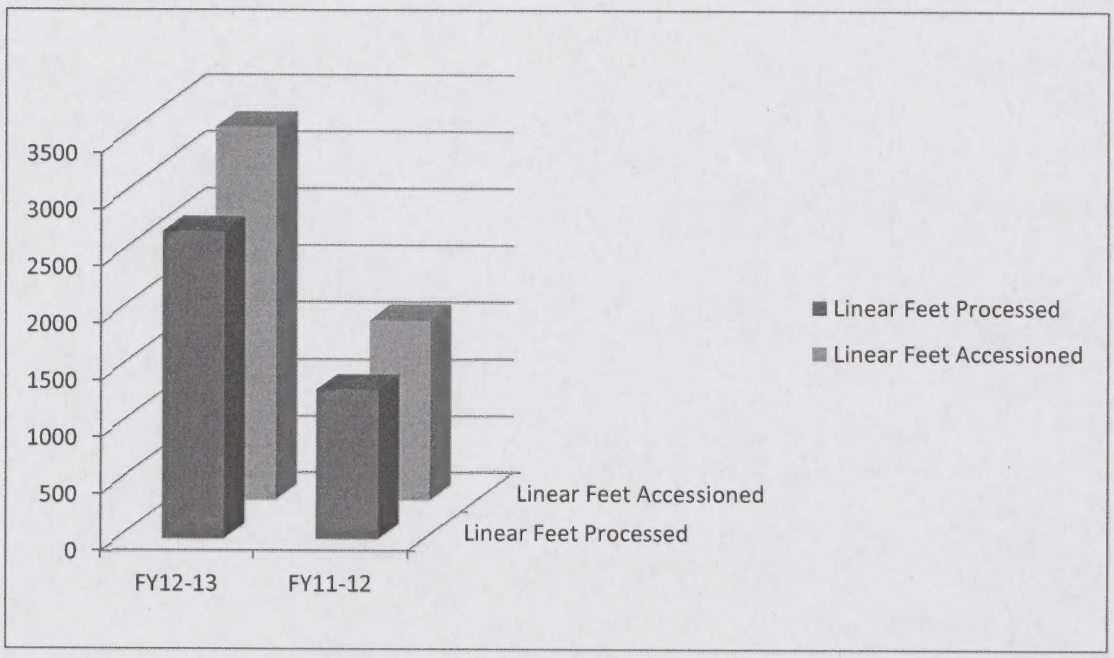
RBML Manuscripts Unit
Fiscal Year 2012-2013 Annual Report

This has been a very successful year for the manuscripts unit. In a very busy year that has included numerous staff absences and leaves and the successful, if time consuming, process of launching Aeon, the archivists still managed to have one of their most productive years to date. Through taking better advantage of student workers, focusing on efficient accessioning and processing techniques, and holding true to a commitment to minimal processing with the end goal of quickly and efficiently serving users, the unit more than doubled both its accessioning activities and its processing output compared to last year.

Major Activities

At a Glance:



Processing:

Total:

2704.14 linear feet from 86 collections processed

FY11-12 Comp: 1320.14 linear feet

Highlights:

Judge Wilfred Feinberg Papers
Barney Rosset Papers
Jack Agueros Papers
Human Rights First Records (542.25 linear feet)
Committee to Protect Journalists Records
Pulitzer Prize Records
Over 117 feet of Amnesty International Co-groups records

Attached is a comprehensive list of collections that have been processed this fiscal year, including those currently in process. 72 collections or additions to collections have been processed and made available to researchers over the course of the year, with another 14 collections in process.

Accessioning Reports:

Total:

168 accessions totaling 3,279.27 linear feet 53 of those (31.5%) are already processed with a published finding aid

FY11-12 Comp: 132 collections accessioned totaling 1584.58 linear feet

We have shown a more than 100% increase in linear feet accessioned compared to 1584.58 in FY11-12

Highlights:

- We began a major initiative to transfer all of the Diamond Law Library's manuscript collections to the Rare Book & Manuscript Library. To date the following collections have been physically transferred: Telford Taylor, Louis Nizer, Raphael Lemkin, and the Constance Baker Motley.
- We have started to regularly and systematically accession electronic records
- Ford Foundation International Fellowship Program Records (records received from all 21 international partner offices)
- Manning Marable Papers accessioned (and nearly fully surveyed)
- Joseph Eugene Stiglitz Papers (in process)
- Dalkey Archive Press
- El Diario/La Prensa

Attached is a complete list of accessions for fiscal year 2012-2013.

Technical Services/Finding Aid updates:

- Inclusion of previously closed and totally inaccessible Human Rights Watch finding aids to the portal (Middle East and North Africa Division, Asia Watch, Americas Watch, and Africa Watch.
- Cataloging operations for the Columbia Center for Oral history have moved into Patrick Lawlor's capable hands and all oral history cataloging going forward will be managed by the RBML manuscripts unit's technical services staff.
- All Carnegie collections are in the Portal, an EAD finding aid has been created for Carnegie Endowment for International Peace (CEIP)
- Hamburg and Keppel finding aids have been converted and published-- integrating Carnegie into the technical services operation and fulfilling grant obligations to the corporation
- 251 .pdf finding aids have been converted to EAD since the start of the retrospective conversion project. We now have 720 EAD finding aids available online. About 550 legacy .pdfs remain to be converted.

Special Projects:

Interns:

Interns, supervised by Carrie Smith, Adrien Hilton, Chris Laico, Cathy Ricciardi, and Carrie Hintz, have processed 492 linear feet of collection material this year. Key projects include: the Amiri Baraka Papers, Edward Said Papers, Barney Rosset, Andrew Sarris, Jack Agueros, AIUSA, Joseph Stiglitz, Joseph McCrindle, Markowitz, Ronald Hobbs Literary Agency, Sylvia Boone, Human rights First, and Max Frankel Papers.

Students:

Students, supervised by Carrie Smith, Adrien Hilton, Cathy Ricciardi, and Carrie Hintz, have processed or provided detailed surveys for an impressive 698.48 linear feet of collection material this year

Electronic Records:

The RBML has begun to strategically and systematically accession and ingest electronic records and begun conversations with the Library Digital Production Division regarding our needs for an access system for born digital material. A pilot project centering around the Columbia University Seminar Records is in the planning phase.

Other Projects:

- Aeon was implemented successfully in part through the involvement of the staff of the manuscripts unit. Carrie Hintz, Head of Archives Processing, took on, along with Tom McCutchon, the leadership of the implantation team and all of the archivists and manuscripts staff underwent extensive training and workflow adjustments to accommodate the RBML's use of Aeon as a circulation management tool.
- The RBML integrated blog, Off the Shelves, was inaugurated, with archivist Chris Laico at the helm of the blog and other RBML social media and outreach tools.
- The unit continues to contribute an average of 26 hours of primary public service time and 16 hours of backup to access services operations
- AIUSA Collections were fully surveyed and each box assigned to an appropriate record group, with potential projects identified and defined

Staff Updates and Professional Development:

- Caitlin Goodman competed her term as the Feinberg Project Archivist at the end of April after the successful completion of not only the Wilfred Feinberg Papers, but also three other collections.

- Susan Kline was hired as the project archivist for the CLIR-funded human rights collections grant. She will start at the RBML August 1st

- Archives staff continued their history of professional engagement and continuing education:

    - Jennifer Comins took a managing Electronic Records workshop offered through MARAC to build skills and competencies in handling born digital records and material and material in other non-analog formats.

    - Caitlin Goodman attended MARAC where she participated in an EAD/XSLT workshop as well as attended sessions on social media strategies for archives. Additionally she attended an ART-NY symposium on archives and activism.

    - Adrien Hilton presented a paper at the Mid-Atlantic Regional Archives Conference Spring Conference and attended ART-NY symposium on archives and activism. She was awarded a competitive scholarship to attend the New York Archives Conference annual meeting where she attended sessions on electronic records and a workshop on ArchivMatica.

- Carrie Hintz served on the planning and coordinating committee for the New York Archives Roundtable Symposium on Archives and Social Justice, a symposium that drew speakers and attendees from across the country. Hintz also organized and moderated a panel at that session. She was a panelist at a workshop on job search and career building strategies at the New York Archives Conference. She took a managing Electronic Records workshop offered through MARAC and an EAC-CPF workshop through the Society of American Archivists. She attended the Archives Leadership Institute leadership training program. Within the libraries, she participated in the libraries strategic review process, serving on the committee devoted to describing collections.

- Chris Laico attended an SAA sponsored oral history workshop and continues to serve as the book review editor of the Journal of Archival Organization. He remains an active member of the Society of American Archivists, participating in several roundtables.

- Cathy Ricciardi participated in an SAA sponsored EAC-CPF workshop to build skills that will contribute to an anticipated infrastructure update and redesign of the RBML's current archival access system and overall finding aid displays as well as an SAA workshop on Appraising Electronic Records. Her review of *Clio Wired: The Past in the Digital Age* appeared in the most recent *Journal of Archival Organization*. She sits on the libraries' Assessment Working Group and is a member of the Awards Committee of the New York Archivists Roundtable, a committee she chaired for the 2012 calendar year.

Goals for Fiscal Year 2013-2014:

Looking ahead to the coming year we are committed to continuing our current practice of using students effectively to manage some of the more time-intensive processing tasks, allowing professional archivists to focus our energies on project planning, collection description, and other tasks that require professional skills and advanced competencies. We will continue to aggressively address accessioning workflows to make our collections available to researchers in a timely manner. In addition, we have identified certain goals that we would like to make substantial progress towards in the coming year:

- Gain intellectual control of all of our collections, including being able to generate lists of all collections held by the RBML along with extents and processing status. This will be accomplished through the use of an archival management system such as Archivists' Toolkit or ArchivesSpace. For larger collections such as the Carnegie Corporation of New York and Amnesty International of the USA this may also involve supplementary collection management documents.

- In order to address the inconsistent description, occasional erroneous information, and navigation difficulties of our legacy finding aids, we intend to make significant progress on the finding aid conversion project. There are approximately 550 records that are still represented as .pdfs in the portal

- As a unit, to continue to address our significant backlog in order to better facilitate researcher access and use to collection material. We plan to do this by processing, or supervise the processing of, 3000 linear feet of personal papers and institutional records. To do this, we will need to make sure to take advantage of students and interns, which will give us the opportunity to spend more time with description and less with arrangement.

- Begin to explore how the unit can harness the power of emerging descriptive standards such as EAC-CPF to create more dynamic archival description.

For the Annual Report 9/2012-9/2013, from Jane Siegel

Lectures, seminars, workshops, and lecture series sponsored or hosted or cohosted

Accessions:
Purchased (July-June FY 2012-2013):

- 307 printed and manuscriptbooks
- Additions to Cecile Starr and Amos Vogel collections; additional T.L. De Vinne and Rockwell Kent letters.
- Iris Owens papers

Highlights:

- Western MS 97, a pocket-gradual in Latin from Western Germany ca. 1300
- A woven book, Livre de prières (Lyon : A. Roux, 1886), BOOKART BX2113 .A1 1886g
- Frankfurt am Main (Germany) Der Iuden zu Franckfurt Stättigkeit vnd Ordnung (Getruckt zu Franckfurt am Mayn : Bey Johann Saurn, anno 1613), DS134.32 .F73 1613g
- A collection of 15 French volumes bound in decorative paper bindings 1850-1863

Gifts (Sept-Sept):

- Schimmel gift, June 4, 2013, 113 printed books, 19 pieces of art, and 155 pieces of manuscript and ephemera relating to calligraphers
- Nelson gift, June 2013, 218 volumes, including the Elkin Matthews Shilling Garland and Vigo Cabinet series of pamphlets.
- Tom Nicely gift, April, 2013, 508 volumes of books published by Books, Inc.

Exhibitions:

- Co-curated Collecting Oriental Books for the Columbia Libraries, 1886-1936
- Helped expedite Reichl exhibition

Outreach:
Classes: 40 classes, including 10 Art Humanities sessions, 5 using Roman coins and/or epigraphy, three using Islamic materials, and one using Sanskrit manuscripts.

Reference questions included Smith Chinese Rare, Smith Indic, Olcott coins, and papyri.

Annual Report, FY 2012-2013
Jennifer B. Lee, Curator, Performing Arts Collections
September 30, 2013

RBML Exhibitions:

Kempner Gallery:
Summer, 2012: "Gorey Preserved," Edward Gorey Collection, (Curator, Andrew Alpern)
Held over through the summer and on display through August 17, 2012

Fall, 2012: "The People and The Book,"
Hebrew Manuscripts (Curator, Michelle Chesner)
September 10, 2012 to January 25, 2013

Spring, 2013: "Quatercentenary of the House of Romanov"
400th Anniversary of Romanov Dynasty, (Curator, Tanya Chebotarev)
February 14 to June 28, 2013

Chang Octagon:
Fall, 2012: "100 Years of Journalism," Journalism School Centennial
(Curator, Susan Hamson)
October 8 to December 14, 2012
Winter, 2012-2013: "Collecting Oriental Books for the Columbia Libraries, 1886-1936: An exhibition in tribute to Richard Gottheil and A. V. Williams Jackson"
(Curator Dagmar Reidel)
December 19, 2012 to March 29, 2013
Spring, 2013: "Writing the Word: A Selection of Medieval Latin Biblical Manuscripts in Columbia Collections" (Curator Susan Boynton and Class)
April 10 to July 5, 2013

Cube Exhibition: Early Modern Seminar, April 19. 2013

RBML Exhibition Loans to other intuitions:

Wallach Gallery:
"Robert S. Duncanson: An Antebellum African American Artist," Sept. – Dec., 2012
Loaned first edition of "Uncle Tom's Cabin" and related sheet music item.

Grolier Club:
"American Little Magazines of the 18890s: A Revolution in Print," Jan. – May, 2013
Loaned three posters created by W. A. Dwiggins, Frank Hazenplug, and Florence Lundborg, and two letters and the proof of a poem from the Stephen Crane papers.

Pera Museum, Istanbul:
Robert College Centennial Exhibition, April – August, 2013
Loaned 72 items (manuscripts, printed documents, and publications) from the Robert College Collection.

Museum of Jewish Heritage:
"Against the Odds: American Jews and the Rescue of Europe's Refugees, 1933-1941,"
May - Dec., 2013
Letters from the Lehman Family Papers.

Performing Arts Acquisitions Highlights:

Judith Crist Papers received as gift from her son, a total of 135 linear ft. of material.
Additional material purchased for Amos Vogel Papers from Vogel sons.
Additional material purchased for Tennessee Williams Papers from Mitch Douglas.
Additional material purchased for Cecile Starr Papers from Cecile Starr.

Working with Elizabeth Davis on gifts of David W. Miller American Sheet Music Collection from Lisa Evered, the papers of Turkish-American composer Ilhan Mimaroglu, and the Group for Contemporary Music.
Prokofiev Negotiations: visits from Serguei Prokofiev and his family, and Gabriel Prokofiev during the year; in touch with them periodically and with Simon Morrison regularly.
Tony Kushner Negotiations: Several visits to the office and one visit to the office of Nancy Rose; provided boxes and advice on packing material.

Performing Arts Classes, Events and Planning:

Hosted 8 Columbia Music Humanities classes through the year.
Hosted 2 women in film classes, one Columbia the other Sarah Lawrence.
Delivered paper on Joseph Urban Archive at RBMS Pre-Conference on performing arts, Minneapolis, June 25, 2013.
Worked on Fall 2013 exhibition "Celebrating Composers," and accompanying events.
Worked with Harlem Chamber Players on Ulysses Kay Project.
Worked with Annie Holt and Morningside Opera Company in planning possible productions, or at least concert readings, of H. Lawrence Freeman operas.

JBL Publications:

Performing Arts Resources 29: Documenting: Scenic Design, New York: Theatre Library Association, 2012. JBL contribution: "The Joseph Urban Archive, RBML, Columbia University"

Current Musicology, New York: Columbia University Music Department, (forthcoming) Issue 93, Spring 2012. JBL contribution: "Ulysses Kay Archive, Rare Book and Manuscript Library"

Other Activities:
Hosted 4 history of Math classes, 2 from Baruch College, 1 CUNY, 1 Barnard/Columbia
Assisted with Med/Ren classes including Boynton, Baswell, and (Consuelo's former student) Lauren Mancia's Barnard summer school class.